Senior Community Service Employment Program

U.S. Department of Labor

SCSEP

Solicitation for Grant Applications

Informational Conferences

December 2002

Washington, DC

St. Louis, MO

San Francisco, CA

Senior Community Service Employment Program

¾ SCSEP —

U.S. Department of Labor

Note: A slide presentation was utilized at the three presentation sites

Acronyms

ETA	Employment & Training Administration
SGA	Solicitation for Grant Application
SCSEP	Senior Community Service Employment Program
OAA	Older Americans Act
TEGL	Training & Employment Guidance Letter
PY	Program Year
SF	Standard Form
GPRA	Gov’t Performance & Results Act

SCSEP Grant Applications

- Background
- Program Activities
- Application Process
- Evaluation Criteria

SCSEP Web Site

http://wdsc.doleta.gov/seniors

In Your Folder

- Agenda
- PowerPoint
- The SGA
- SF424
- Cost Categories
- Current SCSEP Regs
- FAQs

- Sample letter to Governor
- Governors Addresses
- Title V
  - Amended 2000
- State Allocation Information
- 3” X 5” Cards
  - for Questions
- Evaluation Form

Agenda

- This SGA
- What is SCSEP
- Who May Apply
- Proposal Contents
- Proposal Rating
- Proposal Submission
- For More Information

OAA Amendments of 2000

- Enhance employment & training opportunities for seniors
- Establish new program performance accountability measures
- Improve service coordination
- Strengthen administrative procedures

Full & Open Competition

Ensures that:

- Awards go to best applicants
- SCSEP is administered to full potential
- Other organizations have an opportunity to participate, e.g.
  - Community-based organizations
  - Faith-based organizations
- Participants receive best services

SCSEP

The SCSEP Program

The SCSEP Program

- Establishes p/t community service jobs for unemployed, low-income seniors
- Contributes to economic self-sufficiency
  - Placement in *unsubsidized* jobs

SCSEP Currently

- Is authorized through 2005
  - By Title V of OAA
- 60,000 community service positions
- *Approx* 100,000 participants during the grant year
  - Working 20 hours a week
  - Earning minimum wage
    - Paid 100% by Grant funds
    - Higher of Fed or State

Authorization

- Title V of Older Americans Act of 1965 (OAA)
  - SCSEP = Title V Program
- Amended in 2000
  - New regs to be published

Funding & Distribution

- SGA applies only to national grant portion
- Allotted to States by formula
  - Funding for multiple agencies
- SCSEP PY2002 budget = $445*m*
  - 22% ($96 *m*) state grants
  - 78% ($342 *m*) 10 National Sponsors

Eligibility & Emphasis

- 55+ years old
- Income = not more than 125% poverty guidelines
- *Target* populations:
  - Minority / ESL / Indian & Native American / Greatest Economic Need / Special Employment Needs / Age 60+ / Vets

Eligible Activities for SCSEP

- Developing community service jobs
- Counseling
- Providing support services
- Training
- Developing IEPs
- Placing enrollees in unsubsidized employment

Typical Community Service Jobs

- Social & Health
- Welfare & Educational
- Counseling (*incl* tax counseling)
- Environmental
- Weatherization
- Economic Development

Host Agencies

- Public agency or private non-profit 501(c)(3)
- Provide work site supervision, training, work-experience
- High Quality Host Agency =
  - Valuable work experience
  - Better employment opportunities
  - Meaningful community services

Assessment

- Participants are assessed:
  - At enrollment
  - Annually
  - To determine:
    - Most suitable community service
    - Appropriate unsubsidized job

Individual Employment Plan

- The *IEP*
  - Based on the assessment
    - Skills
    - Employability needs
  - Sets employment goal
  - Establishes sequence of services

Training

- Based on IEP
- Can be on / off worksite
- Increases employability
- Facilitates placement

Support Services

- Increase employability *e.g.*,
  - Job search assistance
  - Counseling
  - Transportation

Community Service Employment

- A goal of OAA – to provide subsidized *community service* jobs
  - Section 516(1) of OAA
  - Assignment made at host agency
  - Participant wages paid entirely w/ Fed funds

One-Stop Centers

- Operated under the Workforce Investment Act (*WIA*)
- *WIA*
  - Universal coordination system for *all* employment & training services
  - National Office priority
- SCSEP = mandated *WIA* partner

Legislated Limits - Title V Funds

Fed *vs.* non-Fed Share

- Federal share = no greater than 90%
- Non-Fed share = cash or in-kind
- *Can not be* other Fed funds
- Must be allowable SCSEP charge

Legislated Limits *(cont.)*

Wages & Fringe Benefits

- Minimum 75% Fed share *must* be spent on participant wages & fringe benefits

Legislated Limits *(cont.)*

Administrative

- Maximum 13.5% Fed share
- Secretary's discretion = up to 15%
  - Justify request in proposal
  - Decisions made on case-by-case basis

Legislated Limits *(cont.)*

Other Participant Costs

- Participant training, counseling, job development, etc.
- Other Participant Costs = total grant allotment *minus* (administrative costs + wages & fringe benefits)

Summary

- Wages & fringe benefits
  - At least 75% Fed share
- Admin costs = 13.5% Fed share
  - *Possibly* 15%
- Other participant costs
  - *Usually* about 10% Fed share
- Non-Fed share = 10% total budget
  - Cash or in-kind
  - Documented in grant application

Performance Measures

2000 OAA Amendments

- Added Performance Measures
- Added Sanctions

Performance Measures *(cont.)*

- Number Served
- Community services provided
- Placement / retention in unsubsidized employment
- Customer Satisfaction
- Secretary’s Discretion

Performance Measures *(cont.)*

Number Served

- Greatest economic need
- Greatest social need
- Poor employment history/prospects
- Over 60

Performance Measures *(cont.)*

Services to Community

- Benefits to community provided by SCSEP participants

Performance Measures *(cont.)*

Placement & Retention

- Unsubsidized
  - Public or private employment

Performance Measures *(cont.)*

Customer Satisfaction

- Participants
- Employers
- Host Agencies

Performance Measures *(cont.)*

Secretary's Discretion

- Added indicators appropriate to evaluate SCSEP

Performance Measures *(cont.)*

Current Placement Measure

- Number placed each year should = 20% authorized slots

DOL's GPRA Placement Goal

- 37% authorized slots

Current number served = 140%

Performance Measures *(cont.)*

- For info re: Performance Measures - upcoming TEGL

For ETA TEGLs go to wdr.doleta.gov/directives/

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Questions?

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Who May Submit a Proposal?

Eligible Applicants

- Public/private non-profit organizations
  - Incld community- & faith-based
- Federal agencies
- Tribal organizations
- *States are not eligible*

Eligible Applicants *(cont.)*

- Capacity to administer multi-state programs
  - You *may* apply for 1 or more locations (in 1or several States)
- Familiarity w/ areas & populations to be served
- Capability to administer effective programs
  - Being *capable* allows DOL to negotiate geographical areas

Eligible Applicant Categories

- General National Grant Funds
- Indian & Native American Grant Funds
- Pacific Island & Asian American National Grant Funds

Applicants Must Meet

- Eligibility criteria / responsibility tests
  - Section 514 - OAA Amendments
- Applicable regulations
  - Fiscal integrity
  - History with Fed grants/contracts

Access the legislation on the web:

http://wdsc.doleta.gov/seniors

Click on *"What's New"*

Consortium Application

- *All* members must meet criteria
- *All* members share liability for meeting SCSEP requirements

Before Funding Applicants Must

- Certify compliance with:
  - Incorporate uniform cost principles
    - 24CFR parts 95&97 of DOL Regs
  - Incorporate cost principles of OMB circulars A-122 & A-87
    - To view these, go to:

http://www.whitehouse.gov/omb/circulars/index.html

Ineligible Applicants

- Entities engaged in lobbying activities
- Prohibited by:
  - Section 18 - Lobbying Disclosure Act of 1995, Pub. L. 104-65

Number & Amount of Awards

- We expect 10 to 20 awards
  - $342 million total
- At least $6,000,000
  - *Approx* 840 positions
- At least 1 award each
  - Native American Organization
  - Asian Pacific Islander Organization

Period of Grant

- Initially 1 year
- Option for 2 years
- Program year begins by July 1, 2003

Minimize Disruption

- Participants - option of staying in program
- SCSEP - approve position distribution

Seamless Transition

- Technical assistance
- Grantee conference
- Older Worker Bulletins
- TA Guide

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Questions?

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What Must Be In Your Proposal

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An Application Consists of Two Parts:

A Technical Proposal

&

A Cost Proposal

Technical Proposal

- Narrative
  - Not more than 40 double-spaced pages
  - Including attachments
  - Single-sided
- At least 11pt font

Technical Proposal *(cont.)*

- Program Design
- Program Services
  - Community/Participant
- Program Services
  - Unsubsidized Placement
- Program Coordination & Oversight
  - Minimize Disruptions to Participants
- Management Structure/Fiscal Integrity

Proposal Evaluation

- 100 points total = 20 for each area
- Rated on responsiveness to criterion in SGA
- Applicants *must* use format of SGA

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Technical Proposal
Area 1 Program Design

This section is worth

20 of 100 points

Potential Participants

- Describe Expected Characteristics
  - Greatest economic need
  - Greatest social need
  - Poor employment histories or prospects
  - Over age 60

Methodology

- Describe methodology to identify:
  - Participant population
  - Number & % with multiple employment barriers:
    - Minorities
    - ESL
    - Native American
    - Greatest economic need
  - How services will overcome barriers

Methodology *(cont.)*

- Describe methodology for:
  - Recruitment & selection of participants
  - Determination & documentation of eligibility
  - Ensuring participation of target population
  - Certifying participant income
  - Re-certifying income at least once per program year

Eligibility Records

- Indicate:
  - Schedule for certifying income eligibility
  - Actions you'll take for ineligible applicants
  - Storage of eligibility records

Geographic Areas

- Describe the:
  - States, counties, cities
  - Number of authorized positions for each jurisdiction
  - States & funds allocated to each
  - Cities & surrounding counties if appropriate

Note: If selected, the final number/location of your allocated positions may not match your application (Append. E of SGA)

Procedures

- Describe procedures:
  - To ensure participants will not:
    - Replace laid-off *or* contract employees
    - Cause partial displacement
  - For complaint resolution
    - Attach sample written explanation if available

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For more information on these requirements:

Older Worker Bulletins

Nos. 96-5, 95-5, 98-31

Located on the SCSEP web site

http://wdsc.doleta.gov/seniors

Click on "Bulletins & Memos"

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Technical Proposal Area 2 Program - Community/Participant Services

This section is worth
20 of 100 points

Community Services

- What type of community services will participants provide?
  - How will you select those services?
- How will services be provided?

Host Agencies

- How will you:
  - Select & develop relationships with them
  - Maintain those relationships
- List services & agencies by type & area
- *We suggest using a matrix*

Host Agencies *(cont.)*

- How will you review them to ensure:
  - OJT takes place
  - Participant satisfaction
  - Health/safety conditions
  - Fiscal integrity
  - Adequate supervision

Participant Services

- Ensure participants work close to home
- Ensure participants' efforts benefit community

Participant Services *(cont.)*

- How to provide services for participants
  - Directly
  - One-Stop/other service providers
  - Arrangements for offering physical exams

Orientation

- Describe Participant & Host Agency orientation procedures re:
  - Participant & Agency responsibility
  - Permissible political activity
  - Grievance procedures
  - Other

Participant Assessment

- Describe procedures for assessing:
  - Job aptitudes / readiness / preferences
  - Potential for unsubsidized employment
  - Training / support service needs
  - Using the assessment to develop the IEP

Participant Training

- Is related to:
  - Assessment and IEP
  - Community service/unsubsidized job
- Improves opportunities for unsubsidized employment

Community Service Placement

- Describe methods for placing participants:
  - Matching participant with host agency
  - Choosing types of activities
  - Selecting criteria for work assignments
  - Determining extent of assigning participants to your agency

Comm. Service Placement *(cont.)*

- Determining
  - Hours worked per week
  - Average wage rate + fringe benefits
- Ensuring adequate worksite supervision
- Describe participant support services & source of services
- Arranging/reimbursing transportation assistance

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Technical Proposal
Area 3
Unsubsidized Placements

This section is worth
20 of 100 points

Placement Into Unsubsidized Employment

- SCSEP placement rate =

  Placements *divided by* Slots

- Performance Standard =

  Min 20% placement

  - In unsubsidized employment
  - Each year

Placement Into Unsubsidized Employment

- Describe steps to transition participants
- Include examples/anticipated content of cooperative arrangement
- Placement follow-up efforts

Work with Area Employers

- Describe procedures to identify needs of area employers:
  - Skills in demand
  - Skills gaps
- Jobs expected to be available locally
- Strategies for
  - Providing participants with needed skills
  - Matching participants w/ employers

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Technical Proposal
Area 4
Program Coordination & Oversight

This section is worth

20 of 100 points

Coordination

- With One-Stop & State aging networks can facilitate:
  - Recruiting host agencies
    - Including community- & faith-based
  - Developing other relationships
    - To enhance program performance
    - Assure equitable access to the program

Program Oversight

- Describe procedures for managing proposed subgrantees to ensure:
  - Effective program operations
  - Adequate resources at local level to meet program goals
  - Established fund tracing mechanism to ensure legality of expenditures

Program Oversight *(cont.)*

- How will you monitor:
  - Project activities
  - Subgrantees
  - Host agencies
  - Contractors

Program Oversight *(cont.)*

- How will you ensure:
  - Project administration is in accordance w/ Fed regulations
  - Goals & timetables are met

Program Oversight *(cont.)*

- Include explanation of:
  - Monitoring/evaluation frequency
    - *At least* once per year
  - Who has monitoring/evaluation responsibility
  - Monitoring & evaluation criteria
  - Methods for remedial action
  - Follow-up procedures
  - Validation and maintenance of subgrantee/project reports

Program Oversight *(cont.)*

- Describe your plans for:
  - Carrying out activities & transferring participants w/ minimum disruption
  - Administering *right of first refusal*
    - How & when you'll notify participants
    - How records will be transferred
    - How you'll maintain privacy of records
    - Placing participants in other E&T programs
    - Reassuring them about minimizing disruptions
  - Timeline for development/initiation of program operations

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Technical Proposal
Area 5 Management Structure & Fiscal Integrity

This section is worth

20 of 100 points

Management Structure & Fiscal Integrity

- Describe management structure for the project
  - Staffing plan w/ sub-grants & key host agencies
  - Identify staff w/ key management responsibility
    - Amount of time dedicated to SCSEP if not 100 percent

Management / Fiscal *(cont.)*

- Specific experience with:
  - Senior populations / people w/ barriers
  - Administering other employment programs
  - Relevant experience of any subgrantees
- Position descriptions for key management & participant service staff
  - Include resumes

Management / Fiscal *(cont.)*

- Regarding use of subgrantees describe:
  - Criteria for selection or competition
  - Timeframe for competing & awarding sub-grants
  - Planned dates of awards & performance

Management / Fiscal *(cont.)*

- Procedures to establish & maintain program & fiscal oversight
  - Appropriate management info & records
  - Computer support
  - Record-keeping to prepare reports & trace funds

Management / Fiscal *(cont.)*

- Describe financial management monitoring of sub-projects
  - Who has responsibility
  - How frequently
  - How to validate financial reports
  - What are follow-up procedures

Management / Fiscal *(cont.)*

- Describe plans to audit headquarters activities & local projects
- Current grantees
  - Reference most recent audit
  - Include audit firm & date

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Cost Proposal

Cost Proposal

- Completed Standard Form (SF) 424
  - Application for Federal Assistance
- Completed Standard Form 424-A
  - Budget Information Sheet
- Detailed cost breakout
  - Supports SF424A
- Assurances & Certification signature page
  - *See Appendix D of SGA*

SF 424

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: Application: ☐ Construction ☒ Non-Construction; Preapplication: ☐ Construction ☐ Non-Construction	2. DATE SUBMITTED	Applicant Identifier
	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name: Grantee organization name	Organizational Unit: Name of division/unit performing the grant
Address: City: County: State: Zip:	Name and telephone number of the person to be contacted on matters involving this application (give area code) Name: Phone:
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 1--2345678	7. TYPE OF APPLICANT: (enter appropriate letter in box) A. State H. Independent School Dist. B. County I. State Controlled Institution of Higher Learning C. Municipal J. Private University O. Township K. Indian Tribe E. Interstate L. Individual F. Intermunicipal M. Profit Organization
8. TYPE OF APPLICATION: ☒ New ☐ Continuation ☐ Revision If Revision, enter appropriate letter(s) in box(es): A. Increase Award B. Decrease Award C Increase Duration D. Decrease Duration Other (specify):	9. NAME OF FEDERAL AGENCY: ETA
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 17--235 TITLE: SCSEP	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Senior Community Service Employment Program Grants for PY 2003
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Provide attachment if necessary that identifies every jurisdiction covered by the application - see Appendix E posted at http://wdsc.doleta.gov/seniors	

SF 424 *(cont)*

13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF:	
Start Date: July 1, 2003	Ending Date: June 30, 2004	a. Applicant	b. Project: list here all Congressional districts which project will serve

15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
a. Federal	$0.00 $7,206,900.00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE:
b. Applicant	$0.00	
c. State	$0.00	
d. Local	$0.00	b. No ☐ PROGRAM IS NOT COVERED BY E.O. 12372
e. Other	$0.00 $900,000.00	☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
f. Program Income	$0.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
g. TOTAL	$0.00 $8,106,900.00	☐ Yes If "Yes," attach an explanation. ☒ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Typed Name of Authorized Representative	b. Title	c. Telephone Number
d. Signature of Authorized Representative		e. Date Signed

Previous Editions Usable Standard Form 424A (Rev. 7-97)

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Budget Form - SF 424A

OMB Approval No. 0348-0044

BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

Grant Program, Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Administration	17.235			832,450	200,000	1,032,450
2. Local Admin.				(330,000)		
3. EW/FB				5,900,000		5,900,000
4. OEC				474,450	700,000	1,074,450
5. TOTALS				7,206,900	900,000	8,106,900

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	- Grant Program, Function or Activity				Total
	(1)Admin	(2) Local Admin	(3) EW/FB	(4) OEC	(5) Total
a. Personnel	375,000	[100,000]	2,200,000	775,000	3,350,000
b. Fringe Benefits	65,000	[15,000]	200,000	120,000	385,000
c. Travel	75,000				75,000
d. Equipment	30,000			40,000	70,000
e. Supplies					
f. Contractual	474,850	[215,000]	3,500,000	231,650	4,206,500
g. Construction					
h. Other					
i. Total Direct Charges	1,019,850	[330,000]	5,900,000	1,166,650	8,086,500
j. Indirect Charges	12,600			7,800	20,400
k. TOTALS	1,032,450	[330,000]	5,900,000	1,174,450	8,106,900
l. Program Income					

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Standard Form 424A (Rev. 7-97)
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Budget Form - SF 424A *(cont'd)*

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) APPLICANT	(c) STATE	(d) OTHER SOURCES	(e) TOTALS
8. SCSEP			900,000	900,000
9.				
10.				
11.				
12. TOTALS			900,000	900,000

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal					
14. Non-Federal					
15. TOTAL					

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) FIRST	(c) SECOND	(d) THIRD	(e) FOURTH
16.				
17.				
18.				
19.				
20. TOTALS				

SECTION F - OTHER BUDGET INFORMATION

(Attach additional sheets if necessary)

21 Direct Charges:

22. Indirect Charges: $20,400, per attached DOL/OCD negotiation agreement dtd 11/23/01.

23. Remarks: 1. In Section B, Local Admin costs (Col. 2) included in Admin Cost (Col. 1). 2. Total Admin cost is: grantee - $345,000; Sub A - $94,000; Sub B - $380,850. 3. Total EW/FB cost is" grantee - $2,400,000; Sub A - $2,000,000; Sub B - $1,500,000.

PART IV PROGRAM NARRATIVE (Attach per instruction)

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

Administrative Requirements

- Financial Management in general
- Budgeting *(The Cost Proposal)*
- Administrative Costs
- Matching Share
- Start-up and Pre-award Costs

Financial Management in General

- Financial management requirements
  - Governments -29 CFR 97.20
  - Other entities - 29 CFR 95.21
  - Key elements:
    - Budgeting
    - Accounting
    - Allowable costs
    - Internal controls
    - Reporting

Start-up and Pre-award Costs

- Pre-award costs
  - Costs incurred before grant award
  - Unallowable without grant officer approval
  - Ordinarily, ETA does *not* approve
- Start-up costs
  - Discussed in SGA
  - ETA making exception to pre-award cost rule to expedite transition to new grantees
  - Will be negotiated with grant officer

Budgeting

- 3 Program function categories:
  - Administration
    - Local administration
  - Enrollee Wages & Fringe Benefits
  - Other Enrollee (participant) Costs
    - Current Regs – all costs except admin & EW/FB
- Columns in SF 424A Section B

Expenditure Categories (Line Items)

- Direct Costs
  - Personnel services
  - Fringe benefits
  - Travel
  - Equipment
  - Supplies
  - Contractual
  - Construction
  - Other
- Indirect Costs

Detailed Cost Breakout

Support for Detailed Cost Breakouts

Administration – Federal Funds

	Grantee	Subgrantee A	Subgrantee B	Contractor C	Total Grant
Personnel	175,000	50,000	300,000		175,000
- Admin Cost	175,000	50,000	300,000		175,000
Fringe Ben	65,000	10,000	30,000		65,000
- Admin Cost	65,000	10,000	30,000		65,000
Travel	75,000	20,000	40,000		75,000
- Admin Cost	75,000	20,000	40,000		75,000
Subtotal	315,000	80,000	155,000		315,000
Equipment	30,000	10,000			30,000
- Admin	30,000	10,000			30,000
- $1000-4999	18,000	10,000			18,000
- $5000+	12,000				12,000
Contractual		(94,000)	(380,850)		474,850
Indirect	12,600 (4%TADC)	4,000 (5%TADC)	10.850 (7%TADC)		12,600
Total	$357,600	$94,000	$380,850		832,450

Local Admin – Federal Funds

	Grantee	Subgrantee A	Subgrantee B	Contractor C
Personnel	100,000		200,000	
- Admin Cost	100,000		200,000	
Fringe Ben	15,000		15,000	
- Admin Cost	15,000		15,000	
Contractual	215,000		(215,000)	
- Admin Cost	215,000		(215,000)	
Total	$330,000			

EW/FB – Federal Funds

	Grantee	Subgrantee A	Subgrantee B	Contractor C	Total Grant
Personnel	$2,200,000	$1,800,000	$1,200,000		2,200,000
- Program Cost	**2,200,000**	**1,800,000**	**1,200,000**		**2,200,000**
Fringe Ben	200,000	200,000	300,000		200,000
- Program Cost	**200,000**	**200,000**	**300,000**		**200,000**
Contractual		(2,000,000)	(1,500,000)		3,500,000
- Program Cost		**(2,000,000)**	**(1,500,000)**		**3,500,000**
Total	$2,400,000	$2,000,000	$1,500,000		5,900,000

Detailed Cost Breakout*(cont)*

Summary of Federal Funds Cost by Function
For Grantee, Subgrantees, and Contractor

	Grantee	Subgrantee A	Subgrantee B	Contractor C	Total
Administration	357,600	94,000	380,850		832,450
Local Admin	115,000		215,000		330,000
EW/FB	2,400,000	2,000,000	1,500,000		5,900,000
OEC	242,800	63,000	121,650	47,000	474,450
Total	3,000,400	2,157,000	2,002,500	47,000	7,206,900

Grantee Match

	Administration	OEC	Total
Personnel	200,000	600,000	800,000
Fringe Benefits		100,000	100,000
Total	200,000	700,000	900,000

Project Cost Summary
Federal & Non-Federal Funds

	Administration	EW/FB	OEC	Total Funds
Personnel-Fed	$175,000	$2,200,000	$175,000	$2,550,000
Personnel-NF	200,000		600,000	800,000
Personnel	375,000	2,200,000	775,000	3,350,000
Fringe-Fed	65,000	200,000	20,000	285,000
Fringe-NF			100,000	100,000
Fringe Benefit	65,000	200,000	120,000	385,000
Travel	75,000			75,000
Equipment	30,000		40,000	70,000
Contractual	474,850	3,500,000	231,650	4,206,500
Total Direct	1,019,850	5,900,000	1,166,650	8,086,500
Indirect Costs	12,600		7,800	20,400
Total	$1,032,450	$5,900,000	$1,174,450	$8,106,900

Budgets Are For Real

- Budget (cost proposal) = financial plan to accomplish technical proposal
- Budget is your undertaking how Fed & non-fed funds & in-kind will be spent
- Must be integrated with:
  - Accounting structure of grantee - subgrantees - other contributors

Grant Officer Approvals

- Budget revisions governed by special conditions of grant agreement
- Grant officer approval needed for:
  - Equipment / real property purchases
  - Scope of work changes

Pay Particular Attention to:

- Treatment of Local Administrative Cost
- Breakout of Subgrantee Admin Cost
- Backup for Contractual Cost
- Backup for OEC function cost
- Backup for indirect cost

Problems to Avoid

- Charges must be based on fair share of actual costs
  - Arbitrary allocation of joint costs not permitted
  - Set up systems for documenting personnel time spent on SCSEP & other activities, accounting
- Budget data should reflect grantee & Federal budget & administrative cost structure
- But - Admin cost definition will probably reduce admin costs

SCSEP Administrative Costs

- SCSEP Admin Costs described in Title V, Section 502(c)(4)
- SCSEP statutory description derived from WIA regulation
- WIA admin costs described at 20 CFR 667.220

SCSEP Administrative Costs *(cont)*

- SCSEP regulations have not been issued
- ETA cannot discuss SCSEP regulations
- ETA can discuss relationship between SCSEP statute and WIA regs

SCSEP Administrative Costs *(cont)*

Costs are ***reportable*** as admin costs only if they relate to administrative functions and activities *AND* they are incurred by entities which can incur admin costs

Administrative vs.Program Costs

- SCSEP Administrative Costs may be incurred only for *specifically identified* admin functions/activities
- All other SCSEP costs are Program Costs
- Virtually all costs below the grantee/ subgrantee level are Program Costs

Administrative Costs *(cont)*

- Allocable portion of
  - Necessary, reasonable, allowable costs
- Overall management & admin
- Not related to direct provision of services to participants

Specific Administrative Functions

- Accounting, Budgeting, Financial & Cash Management
- Procurement & Purchasing
- Property Management
- Personnel Management
- Payroll

Administrative Functions *(cont)*

- Audit
- Resolution of Audit Findings
- General Legal Services
- Developing Systems & Procedures for these Administrative

Administrative Functions *(cont)*

- Costs of goods and services required for admin functions
  - Rental or purchase of equipment
  - Utilities and maintenance of office space
  - Office supplies and postage
  - Travel costs
- BUT - Also for program costs

Administrative Functions (*cont)*

- Costs of Information Systems related to Admin Functions:
  - Personnel / procurement / purchasing property management / accounting / payroll
- Including:
  - Purchase
  - Systems development
  - Operating costs

Non-Administrative Functions

- Costs of Information Systems related to “program” functions:
  - Tracking/monitoring program, participants, performance requirements
- Includes cost of:
  - Hardware & software purchased
  - Developing information systems/ procedures
  - Operating these systems

Contracting

- Only awards to subrecipients or vendors that are *solely* for the performance of admin functions are Administrative Costs
- All other awards to subrecipients and vendors are Program Costs

Personnel Costs
And Related Non-Personnel Costs

- Staff performing *both* admin & program functions are to be allocated to the benefiting cost objectives or categories
  - Based on documented distributions of actual time worked or other equitable cost allocation methods

Overhead or Indirect Cost Pool

- SCSEP “program costs” included in an indirect cost pool may be charged to program costs:
- Acceptable methods:
  - Percentage of the cost pool represented by such indirect costs
  - Identification of cost items

Indirect Cost Pool…
What is Included?

Administration

» Executive Director

» Accounting Unit

» Payroll Unit

» Personnel Unit

» Space/Occupancy Costs

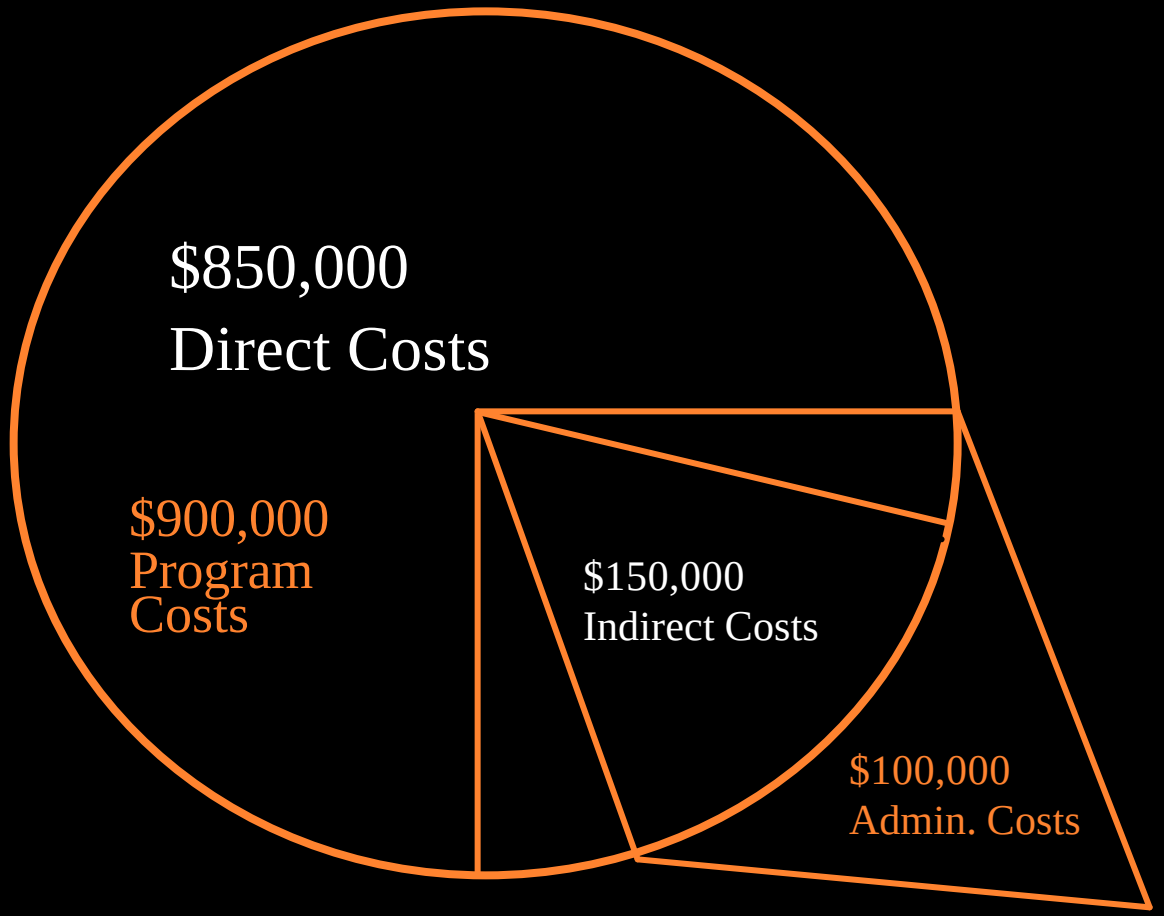
Program

»Executive Director

» Space/Occupancy Costs

» Receptionist

Administrative Costs May Be Both



What is Match?

- Non-federal funds used to support SCSEP activities
- The funds are made available to the program through cash expenditures or cash and in-kind contributions

Matching Requirements

- 29 CFR 97.24
- State, local and Indian Tribal governments
- 29 CFR 95.23
- Non-Profits, Hospitals, Institutions of Higher Education, and Commercial Organizations

More Requirements

- Spent on allowable activities
- In accordance with cost principles
- No administrative cost limitation
- Cannot use Federal funds and non-Federal funds used for another match

Match Exclusions

- Costs paid by Federal funds
  - Rare exception – specific authorization in other Federal legislation
- Costs used as a match for other programs
- Costs paid by SCSEP program income
- Difference between earnings and costs
  - Profit or program income

Cash Contributions

- Additional funds or services provided & paid for by the grantee
- 3rd party cash contribution
  - To the grantee organization
  - Expended by grantee organization

In-Kind Contributions

- Costs not paid for by the grantee or subgrantees
- Time
  - Volunteers or paid non-grantee staff
- Services
- Space
- Supplies
- Equipment
  - Use or the equipment itself

Records

- Source documentation to support claims
  - Books of account
  - Available for audit & review
- Records available to support 3rd party contributions
  - Verifiable from subgrantee records or
  - Maintained by grantee
  - Methods used to value in-kind

Administrative Requirements

Questions?

One-Stop Financial Management Guide Website

http://wdsc.doleta.gov/sga/pdf/FinalTAG_August_02.pdf

Summary

- Applicants must meet:
  - Eligibility criteria
  - Responsibility tests
  - Applicable Regs
- Re: Consortium applications – *all* members meet all requirements

Summary *(cont.)*

- Applicants agree to
  - Comply w/ uniform cost principles & OMB circulars
  - Be evaluated

Summary *(cont.)*

- Performance measures - upcoming Training & Employment Guidance Letter *(TEGL)*

for ETA TEGLs go to:

wdr.doleta.gov/directives/

Reporting

- Reporting *must be* done through the Internet
  - Applicants & subgrantees *must* have current computer technology

Required Reports

- Senior Community Service Employment Program Quarterly Progress Reports (QPR)
- Quarterly & a final SF-269, Financial Status Reports (FSR)

SCSEP

Questions?

SCSEP

How Will We Rate the Proposals?

Proposal Rating Criteria = 20 Points Each

- Overall Program Design
- Community & Participant Services
- Unsubsidized Placements
- Program Coordination & Oversight
- Management Structure & Fiscal Integrity

Total = 100 Points

Proposal Review & Rating

- DOL panel rates proposals using:
  - Point scoring system
  - Detailed rating criteria format (in SGA)
- Proposals are ranked based on scores assigned by panel

Your proposal should follow the SGA Rating Criteria Format

Proposal Review *(cont.)*

- Ranking = primary basis to identify potential grantees
- DOL *may* establish competitive range
  - Sets limit on proposals to be considered
  - *e.g.*, if competitive range = 80 to 100 proposals must score at least 80 points to be considered

Proposal Review *(cont.)*

- Panel ranking is *advisory* not binding
- Grant Officer may consider applicant's past performance
  - On Fed grants/contracts for 3 yrs
  - Relating to applicant or affiliate
    - Financial /administrative responsibility
    - Program performance

Proposal Review *(cont.)*

- DOL *may* ask for clarification
  - To ensure coverage of all areas
- DOL *may* make selection out of rank order
  - To result in more effective / appropriate program & administrative costs
- DOL intends to maintain authorized slot distribution

Proposal Review *(cont.)*

- Governor may make recommendations re:
  - Effect of proposal on state-wide position distribution
  - Redistributing positions
  - Distributing newly available positions

Proposal Review *(cont.)*

Regardless of rating – successful applicants must meet *all* eligibility criteria to receive an award

Determination for Award

- Grant Officer's determination is final agency action
- Receipt of prior funding does *not* guarantee award under this SGA

SCSEP

Questions?

SCSEP

How to Submit a Proposal

How to Submit a Proposal

Mail to:

U.S. DOL/ETA
Division of Federal Assistance
Attn: Lorraine Saunders
Room S-4203
200 Constitution Avenue NW
Washington, DC 20210

e-mail to:

SCSEPSolicitation@doleta.gov

Proposal Submission *(cont.)*

All applications
mailed / e-mailed / hand-delivered

Must be *received*

no later than

4:45pm *Eastern Time*
February 6, 2003

Proposal Submission *(cont.)*

- Your submission *(by mail, e-mail, hand-delivery…not fax)* must include:
  - A cover letter
  - 1 original plus 2 copies of the proposal
    - Technical Proposal and Cost Proposal
    - Also requires an SF 424A
  - 1 original SF 424 signed in ***blue*** ink

Proposal Submission *(cont.)*

- To confirm receipt of a *mailed or delivered* application prior to closing deadline contact:

Lorraine Saunders

202-693-3336

Proposal Submission *(cont.)*

- e-mailed applications:
  - Must be in Microsoft WORD
  - Use *return receipt* option to verify
  - Then send ~ via overnight mail ~ the signed signature sheet & copy of e-mail verification of receipt

e-mail to:

SCSEPSolicitation@doleta.gov

Proposal Submission *(cont.)*

- Application withdrawal prior to award notification:
  - Written notice
  - Telegram
  - In person
  - Authorized representative

Proposal Submission *(cont.)*

- You must submit copy to the Governor of each State you propose to serve:
  - Before sending to DOL
  - For all Governors addresses go to:

    www.nga.org/governors/1,1169,C_GOV_ADDRESS,00.html
- Governor may comment re:
  - Anticipated effect on overall distribution of positions
  - Redistribution to under-served areas
  - Distribution of new positions

For More Information

- SGA/DFA 03-101
  - Fed Register:
    - Nov. 8 2002 - 67 FR 68178
  - Download:

http://wdsc.doleta.gov/seniors

For More Information *(cont.)*

More about SCSEP:

- Public Law. 106-501 (42 U.S.C. § 3056)
- 20 CFR Part 641
- Older Worker (OW) Bulletins

http://wdsc.doleta.gov/seniors

Note: New regulations will be issued

For More Information *(cont.)*

- Re: applying for ETA grants - http://wdsc.doleta.gov/sga/pdf/ApplyingGrants.pdf
- Re: ETA grants competitions forms & info - http://wdsc.doleta.gov/sga/

For More Information *(cont.)*

- Direct Questions to:

Lorraine Saunders

Division of Fed Assistance

202-693-3336 phone

202-693-2879 fax

SCSEP

Final Questions?

Note: Don't forget - you may call or fax questions that come up as you are working on your proposal.

SCSEP

Thank you for attending…*good luck!*

Senior Community Service Employment Program

U.S. Department of Labor